

**OREGON ADVISORY COMMITTEE TO
THE U.S. COMMISSION ON CIVIL RIGHTS
MEETING MINUTES**

March 2, 2017

The Oregon Advisory Committee to the U.S. Commission on Civil Rights (Committee) convened a conference call to familiarize members with updated project procedures, update Committee members on efforts of the Commission and select Committee vice-chair. Ana Fortes chaired the meeting and performed the initial roll call of committee members present. The meeting was open to the public and took place from 1:05 PM to 2:18 PM PST.

State Advisory Committee Members:

Present:

- Thompson M. Faller, Vice chair
- Richard J. Elfering
- Fernando Gutierrez
- Ping Khaw
- Kali T. Ladd
- Marcela Mendoza
- Shoshanah Oppenheim
- Joyce A. Waggoner

Absent:

- William T. Harbaugh
- Richard Russell Walker (excused)

Commission Staff present:

- Ana Victoria Fortes, Designated Federal Officer (DFO)
- David Mussatt
- Angelica Trevino

Members of the Public present:

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Meeting Notes/Decisions Made:

I. Welcome and Role Call

- DFO led Committee meeting.
- DFO invited Committee members and USCCR staff to introduce themselves.

II. Advisory Committee Orientation

- David clarified the history of the Commission on Civil Rights, role of the State Advisory Committees (SACs) and process for selecting a civil rights topic to explore
 - i. *History:* The U.S. Commission on Civil Rights is an independent, bipartisan fact-finding agency first established under the Civil Rights Act of 1957. On November 30, 1983, the Commission was reestablished under the United States Commission on Civil Rights Act of 1983.
 - ii. *Role of SACs:* State Advisory Committees are established in each State and the District of Columbia in accordance with enabling legislation and the Federal Advisory Committee Act (which is explained below) to advise the Commission on matters pertaining to discrimination or denials of equal protection of the laws because of race, color, religion, sex, national origin, age, disability, or in the administration of justice, and to aid the Commission in its statutory obligation to serve as a national clearinghouse for information on those subjects. The goal for the SACs is to provide recommendations to the Commission. The Commission then may write a memo to various federal agencies to address the issues that Committee has raised.
 - iii. *Principals of the Federal Advisory Committee Act*
 1. Committee members cannot deliberate unless a designated federal officer is present. Unofficial meetings can be used for preparatory purposes only.
 2. Committee meetings must be listed on the Federal Register Notice 15 days before the scheduled meeting.
 3. Transparency is key. Minutes will be maintained for each meeting.
 4. All meetings are open to the public.
 - iv. *Process for selecting civil rights topic:*
 1. Committee will have meaningful discussion on topic to decide on one topic per year
 2. Once a topic is chosen and proposal is approved, Committee meets and approves proposal
 3. Committee then identifies diverse speakers who have expertise on the selected topic to hear testimony from during a public hearing
 4. After the public hearing, transcript will be provided to Committee.
 5. After the Committee reviews the transcript, Committee then identifies common themes to help draft an outline with the DFO. This part of the process requires active engagement
 6. DFO will draft a report based on outline.
 7. After the report is completed, the Committee will meet to vote on the final product

8. Once the report is finalized and voted on, the Chair will present to the Commission

- David shared that the Commission plans to issue a statutory enforcement report focused on municipal fines and fees. The Nevada Committee is currently working on this topic. Shoshanah added that Oregon is currently conducting a study on this topic as well and will send details to David.

III. Selection of Vice-chair

- There was discussion among Committee members recollecting that Thompson Faller had been voted as vice-chair in a previous meeting.
- Richard Elfering nominated Thompson Faller for vice-chair, Fernando seconds the motion
- Thompson Faller is now vice-chair for the Committee

IV. Public Comment

- No members of the public were on the line

V. Next Steps

- DFO will send meeting minutes and 2015 SAC report to Committee
- Committee members will send to Thompson their proposed topics by April 1st to have members present at next meeting
- DFO will meet with Thompson to discuss meeting dates
- DFO will reach out to members who were not present to identify the best time to have recurring monthly meetings

VI. Adjournment at 2:18 pm